

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No.: 01-04	Effective Date: 12/05/03	Revision Date 05/11/11
Subject: Research, Evaluation and Planning		

I. Policy Statement

The Division's Office of Research, Evaluation, and Planning (REP) is responsible for the timely provision of accurate, reliable, and valid interpretation of information regarding the operation of its programs and facilities. The unit will generate a comprehensive plan for the annual evaluation of the Division programs. Division planning is empirically based and the result of program evaluation.

II. Rationale

The purpose of research, evaluation and planning is to gather, analyze, and disseminate information. The information system is part of an overall research and decision-making capacity, relating to both juvenile and operational needs. The Division is committed to promoting and supporting research conducted by the Division staff and by researchers from outside agencies.

III. Definitions

- A. The "Office of Research, Evaluation, and Planning (REP)" is the unit responsible for gathering, analyzing, and disseminating data to enhance Division planning.
- B. "Typical/Common Information Requests" are those that can be resolved in a relatively short period of time. The decision criteria for this category are whether the needed information is currently in existing data and in a usable format.
- C. "Special/Unique Information Requests" are those that are not found in current data sources/reports, require extensive reformatting of data, or require a unique data collection procedure.

IV. Procedures

- A. The Research, Evaluation, and Planning (REP) Unit in the Division attempts to meet all information needs for customers in a timely and efficient manner.
- B. The initial request for information shall occur through informal discussion with REP. Division employees shall contact REP for information needs that have been coordinated with their facility or program directors. Requests from individuals or agencies outside of the Division shall contact the REP unit directly. Requests will be grouped in two general categories: 1) typical or common and, 2) special or unique information needs.

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- C. Oversight of the integrity of the Division's data is the responsibility of the REP Unit. The integrity of the Division's data is the responsibility of all Division staff who are involved in creating, maintaining, and accessing the Division's data. Statistical and research methods used in the collection and analysis of data conform to professional standards of practice.
- D. The Division shall collect data for the purpose of program evaluation. Staff shall comply with data collections and entry protocols. Instruments to collect data and methods of evaluation may include questionnaires, interviews, and data entry. Statistical analysis of data acquired through the Juvenile Information System and the CARE system will provide a comprehensive look at Division programs. .
- E. Research projects using Division staff, clients or data are encouraged, but shall meet all of the conditions of the Department of Human Services Policy and Procedures regarding the use of human subjects and document all of the following:
 - 1. the research design conforms to standards accepted by professionals in social science research;
 - 2. informed consent must be obtained from the juvenile and parents of juvenile if the research involves distal or proximal contact (for example, direct interview) with juvenile;
 - 3. the research must not involve medical or pharmaceutical treatment;
 - 4. written permission from the human subjects committee of the agency sponsoring the research;
 - 5. written permission from director of the facility or program where the research will take place;
 - 6. written permission from the director of the REP unit; and
 - 7. written acceptance of project by the Department's Human Subject's Committee.

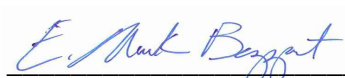
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V. Continuous Renewal

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.


This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.



E. Mark Bezzant, Chair
Board of Juvenile Justice Services

05/11/11

Signature Date



Dan Maldonado, Director
Division of Juvenile Justice Services

05/11/11

Signature Date